



## **Falcon Heights City Council Regular Meeting Minutes of December 12, 2007**

Members present: Mayor Gehrz, Council members Harris, Lindstrom, Kuettel, and Talbot, Administrator Miller, Assistant City Administrator/Deputy Clerk Kreuser, Finance Director Olson.

Mayor Gehrz called the meeting to order at 7:00 p.m.

The minutes of the November 14 and December 3 meetings were approved as submitted.

### Consent Agenda:

The following seven items were moved for approval by Council member Kuettel. The motion passed unanimously.

1. General Disbursements through 11/28/07: \$322,250.10  
Through 12/6/07: \$106,443.68  
Payroll 11/1/07-11/15/07: \$16,875.52  
11/16/07-11/30/07: \$14,703.49
2. City License Renewals for 2008
3. Designated Signors for Orders Drawn on City Funds
4. Change of funding source for the 2007 General Fund transfer
5. Mileage Reimbursement rate for 2008
6. Transfer money from the Friends of the Park Fund to the Recreation Scholarship Account
7. Statutory Tort Limits Liability Coverage for City

### Policy Agenda:

1. Adoption of the 2008 Tax Levy and Budget

Administrator Miller began the item by explaining the budget was a culmination of about six months of work, beginning in June and July with the workshops, then setting the preliminary levy in September, holding the truth-in-taxation hearing earlier in the month, and ending with adoption of the budget. He said the 2008 levy amount is \$953,576, about a 6.46% increase over 2007. He added the amount applied to Falcon Heights property owners minus fiscal disparities made the percentage closer to 3.8%. For a median-valued home including all taxing jurisdictions, the total increase would be about \$46. Miller explained the major drivers for budget increases are due to police contract costs, health insurance increase, and the reduction of transfers from reserves to the general fund. He said the transfers would be phased out over the next several years. He thanked Roland Olson and Mike Yard for their hard work and diligence.

Council member Kuettel said working on the budget was a long process, and explained the council worked hard at squeezing every penny, and felt this was accomplished again for 2008.

Council member Talbot stated he was proud to be part of the budgeting process and he was happy to leave everything in good hands. He moved to approve the 2008 tax levy.

Mayor Gehrz added her thanks to Roland and Mike.

Administrator Miller said each year to keep the budget fresh staff had added performance indicators to guide budget-making decisions.

Council member Talbot's motion to approve the 2008 tax levy and budget passed unanimously.

Council member Harris moved to approve the 2008 budget. The motion passed unanimously.

## 2. Updating the City's Investment Policy

Administrator Miller began by explaining the auditors make recommendations based on new products and standards, and during the last audit they mentioned an update of the investment policy. He said Roland goes out to find secure bonds, etc., and the auditors recommended the additional security of adding adequate insurance on investments. He said the city's investments are well diversified and there is no cash crunch, but adding the sections as required will appease the auditors.

Council member Kuettel asked for an explanation on the conflict of interest section. Administrator Miller replied that any city official, elected or appointed, and is involved in the investment process should refrain from business activity that could appear to have a conflict. He read paragraph L of the policy. He added a conflict could occur with council or staff if they were acting as a broker outside of their city duties. He said these relationships must be clearly stated.

Council member Harris asked if there was a policy before this one and for clarification on the additions. Miller replied there was. Paragraph I included verbiage on holding adequate insurance as it relates to collateral; paragraph J dealt with keeping no more than 5% of investments with certain issuers; paragraph K dealt with diversification; and paragraph L addressed conflict of interest. Miller added that if these points were not addressed before the next audit, the auditors would report the city.

Council member Lindstrom suggested adding the city's ethics policy as a reference point to the investment policy. He also asked if the city was close to the 5% limit outlined in the policy. Finance Director Olson replied the 5% concerns commercial paper, and the city is not over.

Council member Talbot thanked Roland for his great work and cited former-council member Lamb as stating previously "don't lose Roland."

Council member Kuettel asked if the city was close to being covered properly with insurance as required by the policy. Olson replied the city is never over for certificates of deposit up to 100,000, and with the economy in turmoil did not see that as a pressing issue.

Council member Kuettel moved to approve updating the City's investment policy. The motion passed unanimously.

### Information/Announcements:

Council member Harris stated the flooding of rinks is going well and warming houses are scheduled to open December 21. She added the Roseville Community Ed brochure would include information on Falcon Heights parks/rec programs for spring and summer 2008. The commission is also researching installation of more benches in the parks, and organizing a 5K.

Council member Talbot lauded the public works crews for their hard, cold work flooding the rinks, sometimes even overnight. Council member Harris added for next year the sloping at Curtiss Field will ease some of the flooding woes.

Council member Lindstrom thanked Mayor Gehrz and Council member Talbot for their years of service. He thought January would feel quite strange without them present at the meetings. Council member Kuettel joked Lindstrom had very big shoes to fill. She stated the city has been blessed with Sue's leadership and she has done more during her tenure as mayor for the city than other mayors combined.

Council member Talbot appreciated the kind words. He said serving on the council has been a pleasure and being part of local democracy was wonderful. He said he appreciated the great staff and council, and thanked the residents for giving him their trust in guiding the city. He wished Mayor-elect Lindstrom good luck.

Mayor Gehrz announced the next CERT class begins February 7, 2008. Call city to sign up. Gehrz mused at her last meeting after 18 years. She said she wanted to leave still loving it, and she did.

Falcon Heights is the greatest city, she said, even with its struggles, but the collaboration and cooperation between people with different viewpoints made it great. She thanked the staff for their commitment to the community and dedication to residents and businesses. It had been an honor and privilege to serve alongside the wonderful councilors over the years and she had learned a lot about working as a team. She thanked residents for their kindness, the farewell reception, and notes she has been receiving; they all meant a lot. She wished Peter the very best as incoming mayor, and the best to all for a safe and happy holiday season.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Stacey Kreuser  
Assistant City Administrator/Deputy Clerk

**ITEM:** Disbursements and Payroll

**SUBMITTED BY:** Roland O. Olson, Finance Director

**REVIEWED BY:** Justin Miller, City Administrator

**EXPLANATION:**

1. General Disbursements 12/7/07 through 12/31/07: \$328,488.67
2. Payroll 12/1/07 through 12/31/07: \$30,669.44

**ATTACHMENTS:**

General disbursements and payroll

**ACTION REQUESTED:**

Approval

PACKET: 00150 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

*Council Report*

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00300		ABLE HOSE & RUBBER				
I-07-10384		FBS NOZZLE	170.80			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		FBS NOZZLE		602 4602-70200-000	SUPPLIES	170.80
		=== VENDOR TOTALS ===	170.80			
=====						
01-04423		ACS FIREHOUSE SOLUTIONS				
I-66517		SOFTWARE SUPPORT CONTRACT	106.37			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		SOFTWARE SUPPORT CONTRACT		101 4124-70100-000	SUPPLIES	106.37
		=== VENDOR TOTALS ===	106.37			
=====						
01-00142		ACTION IMPRINTS				
I-30665		CLOTHING W/ CITY LOGO	106.60			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		CLOTHING W/ CITY LOGO		101 4132-77000-000	CLOTHING	106.60
		=== VENDOR TOTALS ===	106.60			
=====						
01-00222		ALLEGRA PRINT & IMAGING				
I-104248		CAFR REPORT COVERS	99.33			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		CAFR REPORT COVERS		101 4112-70100-000	SUPPLIES	99.33
		=== VENDOR TOTALS ===	99.33			
=====						
01-00255		AMERICAN OFFICE PRODUCTS				
I-87957-88239		OFFICE SUPPLIES/NAMEPLATES	519.86			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		50 PK CD'S		101 4112-70100-000	SUPPLIES	15.96
		NAMEPLATES NEW COUNCIL MEMBERS		101 4112-70100-000	SUPPLIES	19.17
		PAPER		101 4112-70100-000	SUPPLIES	12.98
		MAILING SEALER		101 4112-70100-000	SUPPLIES	13.82
		LASER PRINTER CARTRIDGES		101 4112-70100-000	SUPPLIES	457.93
		=== VENDOR TOTALS ===	519.86			

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SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00250		AMERIPRIDE LINEN&APPAREL				
I-M431406		LINEN CLEANING 12/18/07	32.37			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		LINEN CLEANING 12/18/07		101 4124-82011-000	LINEN CLEANING	32.37
		=== VENDOR TOTALS ===	32.37			
=====						
01-00887		BASIC ANIMAL RESCUE TRAINING				
I-111		BART TRAINING	750.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		BART TRAINING		210 4210-86010-000	CRIME PREVENTION SEMINAR	750.00
		=== VENDOR TOTALS ===	750.00			
=====						
01-01049		BUREAU CRIMINAL APPREHEN.				
I-200712260845		5 BACKGROUND CHECKS - REC	75.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		5 BACKGROUND CHECKS - REC		201 4201-89000-000	MISCELLANEOUS	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-03001		CAMPBELL KNUTSON				
I-200712260851		NOV/07 LEGALS	202.50			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		NOV/07 LEGALS		101 4114-80200-000	LEGAL FEES	202.50
		=== VENDOR TOTALS ===	202.50			
=====						
01-03102		CAPITOL REGION WATERSHED DISTR				
I-200712260836		STORMWATER IMPROVEMENT PROJEC	141,829.60			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		STORMWATER IMPROVEMENT PROJECT		602 4602-92000-000	OTHER IMPROVEMENTS	141,829.60
		=== VENDOR TOTALS ===	141,829.60			
=====						
01-03089		CASH				
I-200712260844		POINSETTIAS / POSTAGE	26.59			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		POINSETTIAS FOR CH LOBBY		101 4131-70110-000	SUPPLIES	21.41
		POSTAGE DUE		101 4115-70500-000	POSTAGE	0.58
		POSTAGE TO MAIL INS APPLICATIO		101 4112-70500-000	POSTAGE	4.60
		=== VENDOR TOTALS ===	26.59			

PACKET: 00150 Regular Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03123		CINTAS CORPORATION #470				
I-470769518		RUG SERVICE 12/21/07	26.29			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		RUG SERVICE 12/21/07		101 4131-87010-000	CITY HALL MAINTENANCE	26.29
=== VENDOR TOTALS ===			26.29			
=====						
01-00937		CITY OF ROSEVILLE				
I-200712260835		TAB RENEWAL TRUCKS/TRAILERS	69.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		TAB RENEWAL TRUCKS/TRAILERS		101 4132-89000-000	MISCELLANEOUS	69.00
=== VENDOR TOTALS ===			69.00			
=====						
01-06290		CITY OF ROSEVILLE				
I-6954		DEC/07 TECH SUPPORT	920.42			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		DEC/07 TECH SUPPORT		101 4116-85070-000	TECHNICAL SUPPORT	920.42
=== VENDOR TOTALS ===			920.42			
=====						
01-03121		CITY OF ST PAUL				
I-102436		ASPHALT-SANITARY SEWER REPAIR	387.12			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		ASPHALT-SANITARY SEWER REPAIRS		601 4601-87000-000	REPAIR EQUIPMENT	387.12
I-102659		NOV/07 FUEL	324.07			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		NOV/07 FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	324.07
I-102707		NEWSLETTER & POSTAGE	1,551.70			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		NEWSLETTER - RECYCLING		206 4206-70420-000	NEWSLETTER	240.20
		NEWSLETTER POSTAGE - RECYCLING		206 4206-70500-000	POSTAGE	77.18
		DEC/07 NEWSLETTER		101 4116-70420-000	NEWSLETTERS/INFORMATION	1,026.50
		DEC/07 NEWSLETTER POSTAGE		101 4116-70500-000	POSTAGE	207.82
=== VENDOR TOTALS ===			2,262.89			



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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05057	DEB DOUBEK					
I-200712270858		REFUND: CRAFT CLASS CANCELED	14.00			
12/27/2007	APBNK	DUE: 12/27/2007 DISC: 12/27/2007				
		REFUND: CRAFT CLASS CANCELED		201 34340-000	NON-RESIDENT FEE	14.00
		=== VENDOR TOTALS ===	14.00			
=====						
01-04027	EMERGENCY APPARATUS MAINT					
I-33041		757 REPAIR HYD LEAK	225.04			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		757 REPAIR HYD LEAK		101 4124-87029-000	REPAIR OTHER EQUIPMENT	225.04
I-33575		757 ANNUAL SVC/SAFETY INSPECT	1,362.98			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		757 ANNUAL SVC/SAFETY INSPECT		101 4124-87029-000	REPAIR OTHER EQUIPMENT	1,009.62
		OIL, FILTER, ETC		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	353.36
I-33576		752 ANNUAL SVC/SAFETY INSPECT	651.04			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		752 ANNUAL SVC/SAFETY INSPECT		101 4124-87029-000	REPAIR OTHER EQUIPMENT	443.25
		OIL, FILTER, ETC		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	207.79
I-33577		753 ANNUAL SVC/SAFETY INSPECT	564.38			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		753 ANNUAL SVC/SAFETY INSPECT		101 4124-87029-000	REPAIR OTHER EQUIPMENT	394.00
		OIL, FILTER, ETC		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	170.38
		=== VENDOR TOTALS ===	2,803.44			
=====						
01-07174	FALCON HEIGHTS LIMITED PARTNER					
I-200712270860		2ND HALF TIF PAY AS YOU GO	44,045.00			
12/27/2007	APBNK	DUE: 12/27/2007 DISC: 12/27/2007				
		2ND HALF TIF PAY AS YOU GO		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	44,045.00
		=== VENDOR TOTALS ===	44,045.00			
=====						
01-04084	FIRE EQUIPMENT SPECIALTIES					
I-5435		6 PGI HOODS FOR HELMETS	140.99			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		6 PGI HOODS FOR HELMETS		402 4402-91000-000	MACHINERY & EQUIPMENT	140.99
		=== VENDOR TOTALS ===	140.99			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05130		HAR MAR LOCK & SVC CTR				
I-2701444		SHELTER BLDG KEYS-ATTENDANTS	46.59			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		SHELTER BLDG KEYS-ATTENDANTS		101 4141-70100-000	SUPPLIES	46.59
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I-9864627		5 KEYS-SCHOOL WARMING HOUSE	14.64			
12/27/2007	APBNK	DUE: 12/27/2007 DISC: 12/27/2007				
		5 KEYS-SCHOOL WARMING HOUSE		101 4141-70100-000	SUPPLIES	14.64
		=== VENDOR TOTALS ===	61.23			
=====						
01-05154		HEWLETT PACKARD				
I-43440176		19 IN LCD MONITOR	238.56			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		19 IN LCD MONITOR		401 4401-90100-000	FURNITURE & EQUIPMENT	238.56
		=== VENDOR TOTALS ===	238.56			
=====						
01-05153		HOME DEPOT CRC/GECF				
I-200712270865		REPAIR PARTS/BATHROOM & DOORS	54.78			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		REPAIR PARTS/BATHROOM		101 4124-70100-000	SUPPLIES	21.94
		REPAIR PARTS/ DOORS		101 4132-87000-000	REPAIR EQUIPMENT	28.58
		FAUCET SPLITTER		101 4131-70110-000	SUPPLIES	4.26
		=== VENDOR TOTALS ===	54.78			
=====						
01-05180		HSBC BUSINESS SOLUTIONS				
I-4042006949		2 AUTO WHEEL DOLLIES	76.66			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		2 AUTO WHEEL DOLLIES		403 4403-91000-000	MACHINERY & EQUIPMENT	76.66
		=== VENDOR TOTALS ===	76.66			
=====						
01-05054		DEBORAH JONES				
I-200712260846		REIMB:MILEAGE/KITCHEN SUPPLIE	83.73			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		REIMB: MILEAGE		101 4117-86010-000	MILEAGE	77.75
		REIMB: KITCHEN SUPPLIES		101 4131-70110-000	SUPPLIES	5.98
		=== VENDOR TOTALS ===	83.73			

PACKET: 00150 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05055	KAREN TANG					
I-200712260848		REFUND: KIDS SMART CLASS	62.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		REFUND: KIDS SMART CLASS		201 34310-000	RECREATION FEES	62.00
		=== VENDOR TOTALS ===	62.00			
=====						
01-05404	KURHAJETZ, CLEM					
I-200712260850		CLEANING SUPPLIES	24.67			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		CLEANING SUPPLIES		101 4124-70100-000	SUPPLIES	24.67
		=== VENDOR TOTALS ===	24.67			
=====						
01-05450	LEAGUE MN CITIES INS TRST					
I-200010227		2008 WORKMAN'S COMP INS	16,542.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		2008 WORKMAN'S COMP INS		101 15500-000	PREPAID EXPENDITURES	14,542.00
		2008 WORKMAN'S COMP INS		601 15500-000	PREPAID EXPENSE	1,000.00
		2008 WORKMAN'S COMP INS		602 15500-000	PREPAID EXPENSES	1,000.00
		=== VENDOR TOTALS ===	16,542.00			
=====						
01-05646	M-R SIGN COMPANY INC					
I-149810		GROVE PARK SIGNS	97.95			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		GROVE PARK SIGNS		101 4132-75100-000	STREET SIGNS	97.95
		=== VENDOR TOTALS ===	97.95			
=====						
01-05670	METRO PRODUCTS INC					
I-56534		NUTS/BOLTS/WASHERS/BLADES/ETC	157.49			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		NUTS/BOLTS/WASHERS/BLADES/ETC		101 4132-87000-000	REPAIR EQUIPMENT	157.49
		=== VENDOR TOTALS ===	157.49			
=====						
01-05585	METROPOLITAN AREA MANAGEMENT A					
I-1844		MAMA HOLIDAY MEETING EXP	20.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		MAMA HOLIDAY MEETING EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	20.00
		=== VENDOR TOTALS ===	20.00			

PACKET: 00150 Regular Payables

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SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05629	MIDWAY CHAMBER COMMERCE					
I-14213		MEMBERSHIP DUES	265.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		MEMBERSHIP DUES		101 4112-86110-000	MEMBERSHIPS	265.00
		=== VENDOR TOTALS ===	265.00			
=====						
01-01002	JUSTIN MILLER					
I-200712260843		4TH QTR MILEAGE	28.61			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		4TH QTR MILEAGE		101 4112-86010-000	MILEAGE	28.61
		=== VENDOR TOTALS ===	28.61			
=====						
01-05730	MINNEAPOLIS PAPER COMPANY					
I-133546		COPY PAPER - WHITE/BLUE	79.86			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		COPY PAPER - WHITE/BLUE		101 4112-70100-000	SUPPLIES	79.86
		=== VENDOR TOTALS ===	79.86			
=====						
01-05727	MINNESOTA AMBLUANCE ASSOC					
I-200712260839		MEMBERSHIP DUES 2008	75.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		MEMBERSHIP DUES 2008		101 4124-86110-000	MEMBERSHIPS	75.00
		=== VENDOR TOTALS ===	75.00			
=====						
01-05742	MINNESOTA CONWAY					
I-367253		RECHARGE FIRE EXTINGUISHERS	248.06			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		RECHARGE FIRE EXTINGUISHERS		101 4124-70100-000	SUPPLIES	248.06
		=== VENDOR TOTALS ===	248.06			
=====						
01-05760	MINNESOTA GFOA					
I-200712270861		2008 MEMBERSHIP	60.00			
12/27/2007	APBNK	DUE: 12/27/2007 DISC: 12/27/2007				
		2008 MEMBERSHIP		101 15500-000	PREPAID EXPENDITURES	60.00
		=== VENDOR TOTALS ===	60.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05813	MN STATE FIRE CHIEF ASSOC					
I-200712260837		MEMBERSHIP DUES 2008	160.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		MEMBERSHIP DUES 2008		101 4124-86110-000	MEMBERSHIPS	160.00
		=== VENDOR TOTALS ===	160.00			
=====						
01-05986	NANCY GAGNER					
I-200712260842		CRAFT CLASS INSTRUCTOR FEE	51.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		CRAFT CLASS INSTRUCTOR FEE		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	51.00
		=== VENDOR TOTALS ===	51.00			
=====						
01-06030	OLSON,ROLAND					
I-200712260856		4TH QTR MILEAGE REIMB	60.38			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		4TH QTR MILEAGE REIMB		101 4113-86010-000	MILEAGE	60.38
		=== VENDOR TOTALS ===	60.38			
=====						
01-06024	ON SITE SANITATION					
I-289797		PORTABLE TOILET RENTAL	63.90			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		PORTABLE TOILET RENTAL		601 4601-85080-000	PORTABLE TOILET - PARKS	63.90
		=== VENDOR TOTALS ===	63.90			
=====						
01-06054	ORCHARD TRUST COMPANY					
I-200712260852		DEC/07 MN DEF COMP	240.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		DEC/07 MN DEF COMP		101 21709-000	OTHER PR WH PAYABLE	235.00
		DEC/07 MN DEF COMP		201 21709-000	OTHER PR WH PAYABLE	5.00
		=== VENDOR TOTALS ===	240.00			
=====						
01-06061	OVERHEAD DOOR CO					
I-54212		OVERHEAD DOOR TRANSMITTERS	248.81			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		OVERHEAD DOOR TRANSMITTERS		602 4602-87000-000	REPAIR EQUIPMENT	248.81
		=== VENDOR TOTALS ===	248.81			

PACKET: 00150 Regular Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06065		OXYGEN SERVICE COMPANY				
I-3071329		MONTHLY AIR TANK RENTAL	48.88			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		MONTHLY AIR TANK RENTAL		101 4124-70100-000	SUPPLIES	48.88
		=== VENDOR TOTALS ===	48.88			
=====						
01-05051		PAM CAPISTRANT				
I-200712260849		REFUND: KIDS SMART CLASS	36.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		REFUND: KIDS SMART CLASS		201 34340-000	NON-RESIDENT FEE	36.00
		=== VENDOR TOTALS ===	36.00			
=====						
01-06115		TIMOTHY PITTMAN				
I-200712260854		REIMB: MILEAGE, MEETING EXP	42.07			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		REIMB: MILEAGE		101 4141-74000-000	MOTOR FUEL & LUBRICANTS	30.07
		REIMB: MSSA MEETING EXP		101 4141-86100-000	CONFERENCES/EDUCATION/AS	12.00
		=== VENDOR TOTALS ===	42.07			
=====						
01-06945		QWEST				
I-200712260853		DEC/07 LANDLINE TELEPHONES	111.43			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		DEC/07 CURTISS LANDLINE		101 4141-85011-000	TELEPHONE - LANDLINE	53.63
		DEC/07 PUMP STATION LANDLINE		601 4601-85011-000	TELEPHONE - LANDLINE	57.80
		=== VENDOR TOTALS ===	111.43			
=====						
01-06185		RAMSEY COUNTY				
I-RISK-1117		DEC/07 HEALTH INSURANCE	6,394.11			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		DEC/07 HEALTH INSURANCE		101 4112-89000-000	MISCELLANEOUS	6,394.11
		=== VENDOR TOTALS ===	6,394.11			
=====						
01-06184		RAMSEY COUNTY - 911 DISPATCH				
I-COMGR-724		911 DISPATCH FEE NOV/07	958.67			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		911 DISPATCH FEE NOV/07		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	778.92
		911 DISPATCH FEE NOV/07		101 4121-86700-000	EMERGENCY DISPATCH SVCS-	179.75
		=== VENDOR TOTALS ===	958.67			

PACKET: 00150 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06335		ROSELAWN STABLES				
I-200712260838		HAYRIDE DEPOSIT - WINTERFEST	250.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		HAYRIDE DEPOSIT - WINTERFEST		101 4116-89010-000	SPECIAL EVENTS	250.00
		=== VENDOR TOTALS ===	250.00			
=====						
01-06307		ROWEKAMP				
I-2007222		GIS CLASS - DEB	800.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		GIS CLASS - DEB		101 4117-80500-000	GIS SUPPORT	800.00
		=== VENDOR TOTALS ===	800.00			
=====						
01-06301		SAMS CLUB DISCOVER CARD				
I-200712260857		FURNACE PARTS/TISSUES	307.31			
12/26/2007	APBNK	MANUAL CK# 072537 12/13/2007				
		FURNACE IGNITOR PARTS		101 4131-87010-000	CITY HALL MAINTENANCE	112.97
		BATH TISSUES/ PAPER SUPPLIES		101 4131-70110-000	SUPPLIES	194.34
		=== VENDOR TOTALS ===	307.31			
=====						
01-06482		SENSIBLE LAND USE COALITION				
I-200712260841		MEMBERSHIP DUES	200.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		MEMBERSHIP DUES		101 4117-86100-000	CONFERENCES/EDUCATION/AS	200.00
		=== VENDOR TOTALS ===	200.00			
=====						
01-07228		CITY OF ST ANTHONY				
I-1924		JAN/08 POLICE SVCS	45,675.00			
12/27/2007	APBNK	DUE: 12/27/2007 DISC: 12/27/2007				
		JAN/08 POLICE SVCS		101 15500-000	PREPAID EXPENDITURES	45,675.00
		=== VENDOR TOTALS ===	45,675.00			
=====						
01-08878		STATE OF MINNESOTA				
I-2DCR-25		COST OF CITATIONS	1,511.48			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		COST OF CITATIONS		101 4122-81000-000	POLICE SERVICES	1,511.48
		=== VENDOR TOTALS ===	1,511.48			

PACKET: 00150 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-07173	TOWNSQUARE SENIOR LLC					
I-200712270859		2ND HALF TIF PAY AS YOU GO	18,892.00			
12/27/2007	APBNK	DUE: 12/27/2007 DISC: 12/27/2007				
		2ND HALF TIF PAY AS YOU GO		414 4414-93000-000	DEBT PAY AS YOU GO PYMT	18,892.00
		=== VENDOR TOTALS ===	18,892.00			
=====						
01-06685	TRAFFIX GRAFFIX					
I-5593		BANNER FOR WINTERFEST	692.25			
12/27/2007	APBNK	DUE: 12/27/2007 DISC: 12/27/2007				
		BANNER FOR WINTERFEST		101 4116-89010-000	SPECIAL EVENTS	692.25
		=== VENDOR TOTALS ===	692.25			
=====						
01-07037	VACKER INC					
I-527		SPECIALTY PARK SIGNS	4,142.85			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		SPECIALTY PARK SIGNS		403 4403-91000-000	MACHINERY & EQUIPMENT	4,142.85
		=== VENDOR TOTALS ===	4,142.85			
=====						
01-08888	VERNIX FORESTRY CONSULTANT					
I-72519		BLVD INVENTORY DATA COLLECTIO	4,516.38			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		BLVD INVENTORY DATA COLLECTION		101 4134-80330-000	FORESTRY CONSULTANT	4,516.38
		=== VENDOR TOTALS ===	4,516.38			
=====						
01-07901	WASTE MANAGEMENT-BLAINE					
I-3702606		DEC/07 RESIDENT RECYCLING	1,858.45			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		DEC/07 RESIDENT RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	1,858.45
		=== VENDOR TOTALS ===	1,858.45			
=====						
01-07131	WELLS FARGO INSURANCE SERVICES					
I-356429		ADMINISTRATOR'S BOND	350.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		ADMINISTRATOR'S BOND		101 4112-88000-000	INSURANCE & BONDS	350.00
I-356433		FINANCE DIRECTOR'S BOND	350.00			
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007				
		FINANCE DIRECTOR'S BOND		101 4112-88000-000	INSURANCE & BONDS	350.00
		=== VENDOR TOTALS ===	700.00			



PACKET: 00150 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-07900	WILS				
I-200712260840		"BE HERE NOW" WORKSHOP FEE	40.00		
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007			
		"BE HERE NOW" WORKSHOP FEE		101 4141-86100-000	CONFERENCES/EDUCATION/AS 40.00
		=== VENDOR TOTALS ===	40.00		

=====					
01-05870	XCEL ENERGY				
I-200712260847		ELECTRIC BILLS	2,407.58		
12/26/2007	APBNK	DUE: 12/26/2007 DISC: 12/26/2007			
		ELECTRIC		101 4132-85020-000	STREET LIGHTING 2,024.38
		ELECTRIC		101 4141-85020-000	ELECTRIC/GAS 48.99
		GAS		101 4141-85030-000	NATURAL GAS 83.18
		ELECTRIC		101 4132-85020-000	STREET LIGHTING 17.89
		ELECTRIC		101 4132-85020-000	STREET LIGHTING 34.24
		ELECTRIC		101 4132-85020-000	STREET LIGHTING 198.90
		=== VENDOR TOTALS ===	2,407.58		

		=== PACKET TOTALS ===	302,785.20		
Dec 15th		Federal Tax deposit	5,707.68		
		State Tax deposit	999.81		
		PERA CK 72556	2,337.93		
		ICMA wire	317.00		
Dec 28th		Federal Tax deposit	6,006.44		
		State Tax deposit	1,010.65		
		PERA CK 72634	2,332.32		
		ICMA wire	997.00		

TOTAL PAYABLES: 322,494.03

PACKET: 00154 DEC 31 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00222		ALLEGRA PRINT & IMAGING				
I-104534		RUBBER STAMP - AUTO INKING	46.86			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		RUBBER STAMP - AUTO INKING		101 4112-70100-000	SUPPLIES	46.86
		=== VENDOR TOTALS ===	46.86			
=====						
01-00250		AMERIPRIDE LINEN&APPAREL				
I-M444532		LINEN CLEANING	32.77			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	32.77
		=== VENDOR TOTALS ===	32.77			
=====						
01-03089		CASH				
I-200712310868		1099 TAX FORMS	21.17			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		1099 TAX FORMS		101 4113-70100-000	SUPPLIES	21.17
		=== VENDOR TOTALS ===	21.17			
=====						
01-03198		CELLUTION SOFTWARE				
I-200712310867		FIXED ASSET SOFTWARE	359.90			
12/31/2007	APBNK	MANUAL CK# 072557 12/26/2007				
		FIXED ASSET SOFTWARE		401 4401-90100-000	FURNITURE & EQUIPMENT	359.90
		=== VENDOR TOTALS ===	359.90			
=====						
01-05090		DEEP ROCK WATER COMPANY				
I-200712310869		H2O AND COOLER RENT	77.92			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		H2O AND COOLER RENT		101 4131-85040-000	WATER	38.96
		H2O AND COOLER RENT		101 4124-89000-000	MISCELLANEOUS	38.96
		=== VENDOR TOTALS ===	77.92			
=====						
01-05121		GFOA				
I-200712310880		GFOA CONF REGISTRATION	355.00			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		GFOA CONF REGISTRATION		101 4113-86100-000	CONFERENCES/EDUCATION/AS	355.00
		=== VENDOR TOTALS ===	355.00			

PACKET: 00154 DEC 31 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05054	DEBORAH JONES					
I-200712310874		REMB; 4TH QTR MILEAGE	88.46			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		REMB; 4TH QTR MILEAGE		101 4117-86010-000	MILEAGE	88.46
		=== VENDOR TOTALS ===	88.46			
=====						
01-05510	LEAGUE OF MN CITIES					
I-32463		NEWLY ELECTED OFFICIAL CLASS	275.00			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		NEWLY ELECTED OFFICIAL CLASS		101 4111-86100-000	CONFERENCES/EDUCATION/AS	275.00
		=== VENDOR TOTALS ===	275.00			
=====						
01-05585	METROPOLITAN AREA MANAGEMENT A					
I-200712310877		NOV 29 MEETING EXP	18.00			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		NOV 29 MEETING EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	18.00
		=== VENDOR TOTALS ===	18.00			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-200712310870		PREPAID: JAN/08 INS : DEB	16.00			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		PREPAID: JAN/08 INS : DEB		101 15500-000	PREPAID EXPENDITURES	16.00
		=== VENDOR TOTALS ===	16.00			
=====						
01-04875	MOBILE MINI, INC.					
I-151007742		WARMING HOUSE FOR SCHOOL RINK	627.29			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		WARMING HOUSE RENTAL		101 4141-87120-000	REPAIRS & MAINTENANCE	387.66
		SET UP WARMING HOUSE SCHOOL RK		101 4141-87120-000	REPAIRS & MAINTENANCE	239.63
		=== VENDOR TOTALS ===	627.29			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-054		DEC/07 CELL PHONE	243.09			
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007				
		DEC/07 CELL PHONE		101 4121-85015-000	CELL PHONE	70.40
		DEC/07 CELL PHONE		101 4131-85015-000	CELL PHONE	12.11
		DEC/07 CELL PHONE		101 4141-85015-000	CELL PHONE	31.57
		DEC/07 CELL PHONE		101 4132-85015-000	CELL PHONE	7.29
		DEC/07 CELL PHONE		601 4601-85015-000	CELL PHONE	60.70
		DEC/07 CELL PHONE		602 4602-85015-000	CELL PHONES	61.02
		=== VENDOR TOTALS ===	243.09			

PACKET: 00154 DEC 31 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-06090	PAKOY, GENE				
I-200712310871		4TH QTR MECHANICALS	2,223.38		
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007			
		4TH QTR MECHANICALS		101 4117-81220-000 MECHANICAL INSPECTORS	2,223.38
		=== VENDOR TOTALS ===	2,223.38		

01-06115 TIMOTHY PITTMAN

I-200712310872		MILEAGE:SNOW REMOVAL&CLOTHING	265.19		
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007			
		MILEAGE:WEEKEND SNOWREMOVAL		101 4132-86101-000 MILEAGE	60.14
		MILEAGE: SANITARY LIFT STATION		601 4601-87000-000 REPAIR EQUIPMENT	30.07
		REIMBURSE: WTR CLOTHING SNOWPL		101 4132-77000-000 CLOTHING	174.98
		=== VENDOR TOTALS ===	265.19		

01-06945 QWEST

I-200712310876		LANDLINE FOR PARK	111.47		
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007			
		LANDLINE FOR PARK		101 4141-85011-000 TELEPHONE - LANDLINE	111.47
		=== VENDOR TOTALS ===	111.47		

01-06535 SPEEDWAY SUPERAMERICA

I-200712310878		FUEL	227.25		
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007			
		FUEL		601 4601-74000-000 MOTOR FUEL & LUBRICANTS	227.25
		=== VENDOR TOTALS ===	227.25		

01-00935 ST PAUL REGIONAL WATER SERVICE

I-200712310873		H2O AND S.S. CHRGS	79.34		
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007			
		H2O		101 4131-85040-000 WATER	17.68
		S.S.		101 4131-85070-000 SEWER	13.02
		H2O		101 4141-85040-000 WATER	22.60
		S.S.		101 4141-85070-000 SEWER	26.04
		=== VENDOR TOTALS ===	79.34		

PACKET: 00154 DEC 31 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-07037 VACKER INC

I-529		PARK SIGN	926.55		
12/31/2007	APBNK	DUE: 12/31/2007 DISC: 12/31/2007			
		PARK SIGN		403 4403-92000-000	PARK DEDICATION IMPROVEM 926.55
		=== VENDOR TOTALS ===	926.55		
		=== PACKET TOTALS ===	5,994.64		

EMP	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1136	OLSON, ROLAND O	R	12/13/2007	1,054.03	072538
1035	AUGER SR, JOSEPH J	R	12/13/2007	304.15	072539
0034	KURHAJETZ, CLEMENT	R	12/13/2007	84.04	072540
0066	HERNANDEZ, ALFRED	R	12/13/2007	86.46	072541
0074	ALLEN, MARK J	R	12/13/2007	42.02	072542
0090	SCHIPPEL, ANDREW P	R	12/13/2007	59.22	072543
0095	POESCHL, MICHAEL J	R	12/13/2007	136.10	072544
0097	GAFFNEY, PATRICK	R	12/13/2007	81.50	072545
0101	HUFF, DALE E	R	12/13/2007	61.64	072546
0104	VANN, VINCENT A	R	12/13/2007	91.42	072547
0105	FEHRENBACH, ANTON M	R	12/13/2007	66.84	072548
0106	TESCH, SCOTT A	R	12/13/2007	182.62	072549
0112	LESKE, CHRIS M	R	12/13/2007	126.18	072550
0117	EISCHEN, RONALD B	R	12/13/2007	51.72	072551
0118	HARPEL, JOHN M	R	12/13/2007	76.65	072552
0119	WICK, JEFFREY M	R	12/13/2007	64.18	072553
1030	PITTMAN, TIMOTHY J	R	12/13/2007	1,437.36	072554
1016	ABERNATHY, LISA A	R	12/13/2007	1,257.13	072555

\*\*\*\*\* DIRECT DEPOSIT LIST \*\*\*\*\* PAY PERIOD ENDING 12/15/2007

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,356.28
01-1008	STACEY T KREUSER	1,279.43
01-1009	MELANIE M LEEHY	422.05
01-1136	ROLAND O OLSON	800.00
01-1141	MICHAEL C YARD	338.59
01-2154	MAUREEN A ANDERSON	110.82
01-1038	DEBORAH K JONES	1,551.03
01-0040	KEVIN ANDERSON	86.86
01-0085	DANIEL S JOHNSON-POWERS	56.72
01-0087	MICHAEL A MCKAY	66.72
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSVEN	1,209.95
01-1143	COLIN B CALLAHAN	1,135.39

TOTAL PRINTED: 13 9,713.84

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	18	5,263.26
DIRECT DEPOSIT REGULAR CHECKS:	13	9,713.84
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	31	14,977.10

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0012	KUETTEL, LAURA A	R	12/27/2007	277.05	072558
0014	TALBOT JR, RICHARD P	R	12/27/2007	7.05	072559
1136	OLSON, ROLAND O	R	12/27/2007	1,054.03	072560
1035	AUGER SR, JOSEPH J	R	12/27/2007	193.51	072561
0034	KURHAJETZ, CLEMENT	R	12/27/2007	342.60	072562
0074	ALLEN, MARK J	R	12/27/2007	184.70	072563
0095	POESCHL, MICHAEL J	R	12/27/2007	92.35	072564
0097	GAFFNEY, PATRICK	R	12/27/2007	92.35	072565
1030	PITTMAN, TIMOTHY J	R	12/27/2007	1,437.36	072566
1178	FISCHER, PETER M	R	12/27/2007	170.85	072567
2157	LETOURNEAU, BRIAN W	R	12/27/2007	71.57	072568
1016	ABERNATHY, LISA A	R	12/27/2007	1,161.98	072569
2130	MURPHY, MEGHAN K	R	12/27/2007	64.07	072570
2149	MUELLER, KARL J	R	12/27/2007	49.87	072571
2150	THOMAS, DAVE M	R	12/27/2007	128.14	072572

\*\*\*\*\* DIRECT DEPOSIT LIST \*\*\*\*\* PAY PERIOD ENDING 12/31/2007

EMP #	NAME	AMOUNT
01 0006	SUSAN GEHRZ	5.57
01 013	PETER C LINDSTROM	192.05
01-0016	PAMELA M HARRIS	277.05
01-1002	JUSTIN J MILLER	2,356.28
01-1008	STACEY T KREUSER	1,279.43
01-1136	ROLAND O OLSON	800.00
01-1141	MICHAEL C YARD	561.20
01-1038	DEBORAH K JONES	1,551.03
01-0040	KEVIN ANDERSON	10.03
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSEVEN	1,209.95
01-1143	COLIN B CALLAHAN	1,135.39

TOTAL PRINTED: 12 9,677.98

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	15	5,327.48
DIRECT DEPOSIT REGULAR CHECKS:	12	9,677.98
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	27	15,005.46

\*\*\* NO ERRORS FOUND \*\*\*

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1009	LEEHY, MELANIE M	R	12/28/2007	527.57	072635
2006	WICKHEM, DAMON J	R	12/28/2007	105.98	072636
2068	PIDANY, WILLIAM	R	12/28/2007	53.33	072637

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	3	686.88
DIRECT DEPOSIT REGULAR CHECKS:		
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	3	686.88

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*



**ITEM:**                    **Designation of official newspaper for 2008**

**SUBMITTED BY:**    **Justin Miller, City Administrator**

**EXPLANATION:**

State statute requires that a city designate a legal newspaper of general circulation in the city. This newspaper is used when the city is required to publish legal notification regarding public hearings, elections and city financial matters. There are three local papers that service Falcon Heights: Focus News, Park Bugle and the Roseville Review.

Staff recommends that the City designate the Roseville Review as its legal newspaper in 2008 for the following reasons.

- The Roseville Review circulates to most households in Falcon Heights.
- The Roseville Review is a weekly publication. A monthly publication such as the Park Bugle would not suit the City's needs, as the City Council meets twice a month, and legal notices must be published on a more timely schedule.
- The \$3.25 per column inch charge for the Roseville Review is significantly less expensive than the other bid received at \$4.50 per column inch from the Sun Focus Newspaper.

**ACTION REQUESTED:**

Designate the Roseville Review as the City's legal newspaper for 2008.

**ITEM:** City License Renewals

**SUBMITTED BY:** Stacey Kreuser, Assistant City Administrator/Deputy Clerk

**EXPLANATION:**

The following businesses have applied for municipal business licenses for 2008. Staff has received the necessary documents for licensure.

- Central Pediatrics
- Midwest Youth Dance Theatre
- Association of Metropolitan School Districts
- Martinizing Dry Cleaning
- Minnesota Elementary School Principals Association
- James Kernik, DDS
- TIES
- National Youth Leadership Council
- MN Association of Secondary School Principals
- Arthur Williams Opticians
- Tiffany Nails & Skin
- Blomberg Pharmacy
- Parents United for Public Schools
- Peterson Dental
- Edward Jones

The following business has applied for restaurant licenses for 2008. Staff has received the necessary documents for licensure.

- Coffee Grounds

The following businesses have applied for refuse/recycling licenses for 2008. Staff has received the necessary documents for licensure.

- Red Arrow
- Waste Management

The following businesses have applied for tree trimming/removal licenses for 2008. Staff has received the necessary documents for licensure.

- Stumpf's Tree Service
- St. Croix Tree Service
- Pioneer Tree & Landscape Inc
- Precision Landscape & Tree
- Carr's Tree Service
- A-1 Walsh
- S&S Tree & Horticultural Specialists
- Northeast Tree, Inc.
- Northern Arborists

The following businesses have applied for mechanical contractor's licenses for 2008. Staff has received the necessary documents for licensure.

- Norblom Plumbing
- Boehm Heating
- Krinkie Heating & AC
- Fireside Hearth & Home
- Sedgwick Heating & AC
- Yale Mechanical
- Upland Heating & Cooling, dba Aspen Air
- Hoffman Corner Heating & AC
- Doug Lee & Associates
- South Town Refrigeration
- Kath HVAC
- Owens Companies, Inc.

The following businesses have applied for general contractor's licenses for 2008. Staff has received the necessary documents for licensure.

- Kraus-Anderson
- Delly Construction

**ITEM:**                    **Review and adopt Council standing rules**

**SUBMITTED BY:**    **Justin Miller, City Administrator**

**EXPLANATION:**

Each year at the first Council meeting, the City Council reviews the operating procedures it intends to use, and decides if changes are warranted.

Staff has no recommendations for changes in the standing rules at this time.

**ATTACHMENT:**

City Council Standing Rules

**ACTION REQUESTED:**

Adopt standing rules as amended 2/8/2006 for 2008.

Amended February 8, 2006

## B. CITY COUNCIL STANDING RULES

### INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

### MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor, the acting mayor will be considered the chairperson.

### RULES

#### Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and cable TV viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.
4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
  - a. Filling in time before a scheduled item, i.e. a public hearing.
  - b. Grouping several items to best make use of consultant time.

- c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

#### Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous, or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.
7. The meeting will be recorded and the recording will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted. Council workshop sessions are open to the public but will not be recorded.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

## Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must identify themselves, their address, and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.
6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the council.
7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
8. No public hearing will extend beyond 10 PM.
9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
10. If the public hearing is the result of a resident request and that request is denied

in whole or in part, reasons of fact supporting the denial will be made part of the public record.

11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

#### ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a  $\frac{3}{4}$  vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

#### ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

#### INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

Attachment



## SIKKINK'S SEVEN MOTION SYSTEM

### General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 - General motions are lowest in rank, and #7 - Restrict Debate motions are highest in rank. Two rules apply:
  - (1) You usually cannot consider two motions of the same rank at the same time, and
  - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

**ITEM:**                   **Resolution 08-01 designating official depositories for 2008**

**SUBMITTED BY:**   **Roland Olson, Finance Director**

**REVIEWED BY:**     **Justin Miller, City Administrator**

**EXPLANATION:**

All investments are made according to State law and the City's Investment Policy. The City Administrator or Finance Director are authorized to deposit general and other funds therein and handle investments and transfers of funds for the City of Falcon Heights. Collateral is furnished by the financial institutions as required by law.

US Bank System, LMC 4M Fund (checking account)  
US Bank National Association  
RBC Dain Rauscher  
Smith Barney/Citigroup Global Markets, Inc.  
Wachovia Securities  
Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund)  
PMA Securities Inc.  
Wells Fargo Brokerage Services, LLC

**ACTION REQUESTED:**

Adoption of Resolution 08-01 approving the official depositories for 2008.

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

January 9, 2008

No. 08-01

-----  
A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE  
CITY OF FALCON HEIGHTS

BE IT HEREBY RESOLVED, by the city council of the City of Falcon Heights that the following financial institutions be designated as depositories for funds of the City of Falcon Heights:

US Bank System, LMC 4M Fund (checking account)  
US Bank National Association  
RBC Dain Rauscher  
Smith/Barney Citigroup Global Markets, Inc.  
Wachovia Securities (formerly Prudential)  
Minnesota Municipal Money Market Fund (4M Fund) and (4M Plus Fund)  
PMA Securities Inc.  
Wells Fargo Brokerage Services, LLC

BE IT FURTHER RESOLVED that the City Administrator or Finance Director is authorized to deposit general and other funds therein and handle investments and transfers of funds for the City of Falcon Heights. Collateral shall be furnished by the financial institutions as required by law.

-----  
Moved by:

Approved by: \_\_\_\_\_  
Peter Lindstrom, Mayor  
January 9, 2008

LINDSTROM           \_\_\_    In Favor  
KUETTEL  
HARRIS             \_\_\_    Against  
LONG  
MERCER-TALYOR

Attested by: \_\_\_\_\_  
Justin Miller  
City Administrator  
January 9, 2008

**ITEM:** 2008 Salary Adjustments

**SUBMITTED BY:** Justin Miller, City Administrator

**EXPLANATION:**

Each year every employee is reviewed by his/her supervisor and salary adjustments are recommended based on their performance. During the 2008 budget process, a 3% cost of living increase was budgeted.

Additionally, the city has a policy of attempting to pay employees at 90% of the average salary for similar positions in comparable cities.

**REQUESTED ACTION:**

Staff recommends that the city council approve a 3% cost of living adjustment for all regular employees based on their positive performance reviews. Staff also recommends that salaries for the employees below be adjusted to meet our 90% policy:

	<b>2007 Salary</b>	<b>Proposed 2008 Salary</b>
<b>Asst. City Administrator/ Deputy Clerk Stacey Kreuser</b>	<b>\$47,677</b>	<b>\$51,533</b>
<b>Recreation Supervisor Lisa Abernathy</b>	<b>\$39,768</b>	<b>\$42,778</b>

**CONSENT F7**  
**1/9/08**

**ITEM:**                   **Appointment of City Engineer**

**SUBMITTED BY:**   **Justin Miller, City Administrator**

**EXPLANATION:**

Staff recommends that the contract with the City of Roseville be continued for 2008, and that Deb Bloom be appointed as the City Engineer.

**ACTION REQUESTED:**

Approval of Deb Bloom and the City of Roseville as City Engineer for 2008.

**ITEM:**                    **Appointment of Prosecuting Attorneys**

**SUBMITTED BY:**    **Justin Miller, City Administrator**

**EXPLANATION:**

For several years, the City of Falcon Heights has contracted our prosecuting attorney services to outside attorneys. The law firm of Hughes & Costello has provided this service for numerous years and has done so in quite satisfactory fashion.

**ACTION REQUESTED:**

Staff recommends that the Falcon Heights City Council approve the law firm of Hughes & Costello to provide prosecution legal services for 2008.

**ITEM:**                    **Appointment of City Auditor for 2008**

**SUBMITTED BY:**    **Roland Olson, Finance Director**

**EXPLANATION:**

Each year we are required to have an independent firm audit our financial records. For the past several years, we have used Kern-DeWenter-Viere as our auditors, and we have been very happy with their services.

A formal contract will be presented to the council at a coming meeting to establish their rates for the coming year, but in the meantime staff is asking the council to appoint KDV as our city's auditor in case any issues arise before a contract can be approved.

**ACTION REQUESTED:**

Approval of KDV, Kern-DeWenter-Viere, as the City Auditor for 2008.

**ITEM:** Council liaison assignments

**SUBMITTED BY:** Peter Lindstrom, Mayor

**EXPLANATION:**

Council members are each assigned to serve as a liaison between the City Council and the various Commissions each year. Assignments for 2008 are as follows:

- Environment - Peter Lindstrom
- Parks and Recreation - Chuck Long
- Planning - Laura Kuettel
- Human Rights - Pam Harris
- Neighborhood - Beth Mercer-Taylor
- U of MN Campus Area Coordinating Committee, Stadium Area Advisory Group, and Master Planning Committee - Peter Lindstrom
- Ramsey County League of Local Governments - Pam Harris (Lindstrom alternate)
- Northwest Youth and Family Services - Peter Lindstrom
- North Suburban Cable Commission - Rick Talbot (Chuck Long alternate)

**ACTION REQUESTED:**

Approval



**ITEM:** Commission appointments

**SUBMITTED BY:** Peter Lindstrom, Mayor

**EXPLANATION:**

The following are recommended to be appointed to three-year terms on a city commission:

- Planning Commission: Rich Rodich (re-appointment), Duane Hasegawa, Meredith Anderson
- Parks & Rec Commission: Melissa Weber-Sanders, Jason Schober
- Environment Commission: Michael Talbot, Nina Semmelroth, Stan Sveen

**REQUESTED ACTION:**

Approval of above appointments.

**ATTACHMENT:**

Commission applications

NOV 26 2007

**CITY OF FALCON HEIGHTS  
COMMISSION APPLICATION**

DATE: November 24, 2007

NAME: DUANE K HASEGAWA

ADDRESS: North Albert Street

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOW LONG AT ABOVE ADDRESS? 19 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? I would be interested  
in being a member of the Planning Commission

REASON YOU WISH TO SERVE ON ABOVE: Main factoring and  
improving the standard of community and  
neighborhood cohesion and identity. Resolve  
conflicts between private and public interest in a  
fair and consistent fashion.

PRIOR PUBLIC (OR RELATED) SERVICE: None in public sector

OTHER RELEVANT BACKGROUND (OR COMMENTS): Occupation primary  
care physician (pediatrics) with considerable administrative  
and leadership experience. Areas of interest and  
responsibilities include's primary care practice guidelines;  
peer review; service recovery; healthy workplace;  
and cultural diversity. I analyze data and decide  
based on evidence based information every day of  
my working experience.

***CITY OF FALCON HEIGHTS  
COMMISSION APPLICATION***

DATE: November 24, 2007

NAME: Meredith M. Anderson

ADDRESS: Folwell Avenue, Falcon Heights 55108-1309

PHONE: Home: \_\_\_\_\_  
Work: ( \_\_\_\_\_ )  
Cell: \_\_\_\_\_ )

EMAIL ADDRESS: Home: \_\_\_\_\_  
Work: | \_\_\_\_\_

HOW LONG AT ABOVE ADDRESS? Ten years (since October, 1997)

IN WHAT CAPACITY DO YOU WISH TO SERVE?

I wish to serve on the Falcon Heights Planning Commission.

REASON YOU WISH TO SERVE ON ABOVE:

I wish to serve on the Falcon Heights Planning Commission to represent all Falcon Heights residents. Institutional and commercial development projects and variances to residential building ordinances can significantly impact our neighborhoods, especially because Falcon Heights has little land available for development. During discussions about the University's plan to build the women's soccer stadium next to homes in University Grove and 1666 Coffman, I saw how my neighbors' efforts preserved our neighborhood and the quality of life we enjoy. Now I have an opportunity to return the favor and serve my neighbors and the citizens of Falcon Heights, particularly as we move into a period of active re-development of the Bell Museum of Natural History on the southwest corner of Cleveland and Larpenteur.

PRIOR PUBLIC (OR RELATED) SERVICE:

I work in the Workforce Development Division of the Minnesota Department of Employment and Economic Development. At work, I listen carefully to all stakeholders and seek strategic solutions that provide timely and useful research-based information in the areas of employment and workforce development.

The most critical issue for business owners and employers today is not facilities or tax incentives but rather an available and able workforce. University Grove was created in 1928 when the University faced similar challenges in recruiting faculty. Today, with the rising price of gas, the most critical issue many workers face is to find housing and livable communities closer to work. The Planning Commission is the forum where the City of Falcon Heights listens and responds to its residents as well as diverse commercial and institutional employers so that we as a community have the resilience to respond to ever-changing economic conditions in today's world. I believe that my knowledge of issues such as these relates to the work of the Planning Commission.

OTHER RELEVANT BACKGROUND (OR COMMENTS):

- Recipient, 100 Miles Hiked plaque, Minnesota State Parks Hiking Club
- M.P.A., Hubert H. Humphrey Institute of Public Affairs University of Minnesota, including coursework in Urban Planning
- Past officer, University Grove Homeowners Association
- A.B., Bowdoin College, Brunswick, Maine, in Mathematics and Biology

Respectfully submitted,



Meredith M. Anderson

**CITY OF FALCON HEIGHTS  
COMMISSION APPLICATION**

NOV 29 2007

DATE: November 27, 2007

NAME: Melissa Weber-Sanders

ADDRESS: Albert St N

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOW LONG AT ABOVE ADDRESS? 3 Years

IN WHAT CAPACITY DO YOU WISH TO SERVE? Parks and Recreation Commission

\_\_\_\_\_  
\_\_\_\_\_

REASON YOU WISH TO SERVE ON ABOVE: I have been greatly impressed by the facilities and breadth of opportunities offered by the Parks and Recreation division of the city. As a resident of Falcon Heights with 2 small children and a teenager I would like to help the city continue to provide great services and facilities for my family and families to come. I want to help reach out to the community to find ways to best serve the residents of Falcon Heights. I believe that parks are great resources to bring communities and neighbors together as friends and I would like to help forge that bond.

PRIOR PUBLIC (OR RELATED) SERVICE: I have worked as a scientific mentor to at risk teens and I have 7 years experience volunteering at my sons' school. I also served as a member of the Minneapolis ECFE Advisory Council. Furthermore, I have 10 years experience as a Civil Servant in academic scientific research and development.

OTHER RELEVANT BACKGROUND (OR COMMENTS): \_\_\_\_\_  
\_\_\_\_\_

### CITY OF FALCON HEIGHTS COMMISSION APPLICATION

DATE: 11/21/07

NAME: Jason Schrober

ADDRESS: W Larpenteur Ave

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOW LONG AT ABOVE ADDRESS? 1 yr 3 mo

IN WHAT CAPACITY DO YOU WISH TO SERVE? officer for  
planning commission, Environment commission or  
parks & recreation commission.

REASON YOU WISH TO SERVE ON ABOVE: I am resident manager  
for 144 apartments in Falcon Heights and would  
like to help our community within a civic position

PRIOR PUBLIC (OR RELATED) SERVICE: none, but have been  
exposed to the Minneapolis Historic Preservation council  
meetings and their practices.

OTHER RELEVANT BACKGROUND (OR COMMENTS): Have studied  
Historic designation and Preservation practices first hand  
in Minneapolis and studied cases throught America. Looking  
to become more involved in the Falcon Heights community.  
Graduate of the University of Minnesota - Twin Cities

\* Studied under Bob Mack & Todd Grover ← On Minneapolis HPC



**CITY OF FALCON HEIGHTS  
COMMISSION APPLICATION**

DATE: 12/11/07

NAME: NINA SEMMELROTH

ADDRESS: ARONA ST.

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOW LONG AT ABOVE ADDRESS? 5 years (Approx)

IN WHAT CAPACITY DO YOU WISH TO SERVE? \_\_\_\_\_

1st choice - ENVIRONMENT Commission

2nd choice - Planning Commission

REASON YOU WISH TO SERVE ON ABOVE: I ENJOY BEING  
A CITIZEN OF FALCON HEIGHTS AND AM  
IMPRESSED WITH HOW THIS CITY IS GOVERNED.

I WANT TO BE A PART OF THE PROCESS!

PRIOR PUBLIC (OR RELATED) SERVICE: WORKING FOR ST PAUL  
PUBLIC HOUSING FOR 7 years - prior to that,  
9 years with MPLS PUBLIC HOUSING

OTHER RELEVANT BACKGROUND (OR COMMENTS): Through my  
work in Housing, I HAVE worked with  
many Public BOARDS AND Commissions.  
I have also had the opportunity  
to spearhead several task forces.



### CITY OF FALCON HEIGHTS COMMISSION APPLICATION

DATE: December 3, 2007

NAME: STAN SVEEN

ADDRESS: Idaho Av. W. Falcon HTS, MN

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOW LONG AT ABOVE ADDRESS? 2 years 3 months

IN WHAT CAPACITY DO YOU WISH TO SERVE? \_\_\_\_\_

Environmental Commission

REASON YOU WISH TO SERVE ON ABOVE: I currently work with energy reducing products with Honeywell. I Am involved with LEED (green building codes) and other

PRIOR PUBLIC (OR RELATED) SERVICE: \_\_\_\_\_

Vice President of board of Directors for Commonwealth Terrace Cooperative (etc). UoF in Family Housing. (2 years)

OTHER RELEVANT BACKGROUND (OR COMMENTS): \_\_\_\_\_

- MASTERS OF BUSINESS ADMINISTRATION - UoF MN
- 4 years of marketing/ project management experience
- work with energy conserving buildings products today. Research the market as part of daily job.

**ITEM:** 2008 Fee Schedule

**SUBMITTED BY:** Justin Miller, City Administrator

**EXPLANATION:**

Each year the City updates our schedule of fees for items such as building permits, business licenses, room reservations, and utilities. The proposed 2008 fee schedule is attached to this report. Changes from the 2007 schedule include:

- 1) Off-Sale liquor licenses are increased from \$150 to \$310 in accordance with the maximum amount allowed by state statutes.
- 2) Current practice allows for certain non-profit and service organizations to rent our facilities free of charge. Staff often needs to set up the rooms to their specifications (sometimes at night or on weekends), so there is a cost to the city for this service. Staff is proposing to keep the rental fee for these groups at zero, but to charge the normal room set-up fee (\$25) to those groups who wish for staff to set up the rooms. All groups have the option to perform their own set-up if they choose.
- 3) Copies for city documents will be charged at \$.25/page, an increase from \$.10/page. This charge will apply to the first 100 pages, and then actual staff time will be calculated. This is in accordance with state statute.
- 4) Free copies of agendas and minutes will no longer be printed. Copies of agendas and minutes will be available for review at city hall, but since agendas, staff reports and minutes are now available online, copies will be charged at the above rate.
- 5) DVD copies of the recorded meetings will be \$5.00 (no current charge established).
- 6) Sanitary sewer rates will increase from \$39/quarter to \$45/quarter as was discussed during the budget process. The commercial rate will increase from \$.011506/cubic foot to \$.013276/cubic foot.
- 7) Storm sewer rates will increase from \$9.75/quarter to \$15.75/quarter as was discussed during the budget process. The commercial and apartment rate will increase from \$91/acre to \$147/acre.

**REQUESTED ACTION:**

Staff recommends that the Falcon Heights City Council approve the attached 2008 fee schedule.

**FEE SCHEDULE -DRAFT 2008**

**A. LICENSES**

1.	Business Licenses	
	<u>Item</u>	<u>Fee</u>
	Bus Benches (Courtesy)	\$ 25.00 per bench
	Filling Stations	
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	General Business	\$ 50.00
	Pool Halls	\$ 800.00
	Precious Metal Dealer	
	Investigation fee/general	\$1500.00
	Investigation fee/MN only	\$ 500.00
	License fee	\$2000.00
	Restaurants	
	Lunchroom	\$ 50.00
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	Therapeutic Massage License	
	Investigation fee	\$ 350.00
	License fee	\$ 100.00
2.	Liquor Licenses	
	<u>Item</u>	<u>Fee</u>
	Bottle Club	\$ 300.00
	Liquor, Off-Sale	\$ 310.00
	Liquor, On-Sale	\$4000.00
	Liquor, Special Event	\$ 25.00
	Liquor, Sunday	\$ 200.00
	Malt Beverage, Off-Sale	\$ 150.00
	Malt Beverage, On-Sale	\$ 500.00
	Malt Beverage, On-Sale (with wine license)	\$ 1.00
	Wine License	\$2000.00
3.	Other Licenses	
	<u>Item</u>	<u>Fee</u>
	Amusement machines (per machine)	\$ 30.00
	Cigarette sales	\$ 250.00
	Contractor licenses	\$ 30.00
	Itinerant salespersons & solicitors (for profit only)	\$ 25.00
	Pool tables (per table)	\$ 30.00
	Refuse Haulers	\$ 70.00

**B. PERMITS**

1. Building permit fees:

Total Valuation	2007 Fee
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for first \$500, \$3.25/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$73.75 for first \$2000, \$14.75/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$413.00 for first \$25,000, \$10.75/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$681.75 for first \$50,000, \$7.50/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for first \$100,000, \$6.00/each additional \$1000, to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$3,456.75 for first \$500,000, \$5.00/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$5,956.75 for first \$1,000,000, \$4.00/each additional \$1,000

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour<sup>1</sup> (minimum charge – two hours)
2. Reinspection fees assessed under provisions of Section 305.8 \$47.00 per hour<sup>1</sup>
3. Inspections for which no fee is specifically indicated \$47.00 per hour<sup>1</sup> (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour<sup>1</sup> (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs<sup>2</sup>

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs.

2. Relocation of structure or building: \$150.00
3. Demolition or removal of structure: \$1.25/1,000 cubic ft; minimum \$50.00
4. Mechanical permit fees

a. Residential Work

Base Fee \$25.00

Gas Piping

\$10.00 \$500 valuation or less (repair or installation)

\$ 4.00 Each additional \$500 cost of repair or installation

Gas or oil fired furnaces or boilers

\$20.00 First 100,00 BTU input or less.

\$ 3.00 Each additional 100,00 input or fraction thereof.

Warm air or hot water heating system

\$25.00 First 100,000 BTU input for construction, installation, alteration, or replacement of each warm air furnace duct work or hot water system per unit.

\$ 4.00 Each additional 100,000 BTU input or fraction thereof.

\$15.00 First 100,000 BTU input per unit on unit heaters

\$ 3.00 Each additional 100,000 BTU input or fraction thereof.

Air conditioning

\$25.00 First 5 tons (60,000 BTU) of air conditioning per unit or of cooling for duct work for air conditioning.

\$ 4.00 Each ton (12,000 BTU) or fraction thereof over first 5 tons for duct work or air conditioning.

Other Items

\$25.00 Wood burning furnace per unit

\$25.00 Swimming pool heater per unit

\$20.00 Air exchanger with duct work per unit

\$20.00 Gas or oil space heater per unit

\$20.00 Gas direct vent heater per unit

\$20.00 Gas fireplace log or heater per unit

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

5. Plumbing Permit Fees.  
\$25.00 base fee plus \$7.00 per fixture installed

6. Sewer Connection or Repair \$25.00

7. Water Connection

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$1,080.00

8. Street Opening Fee  
\$25.00 (plus cost of permit)

**C. PLANNING FEES**

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$ 500.00
Conditional Use Permit	\$ 165.00
Design Review (when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 250.00
Planned Unit Development	\$ 500.00
Rezoning/ Zoning Amendment	\$ 500.00
Subdivision (>1 new lot)	\$ 300.00 + \$ 100.00/lot created
Variance	\$ 100.00

**D. FACILITY RENTAL FEES**

Private use of public facilities is permitted on a space available basis. Reservations are required and security deposits may be required for private use of the following community facilities:

**Park Building Rental Fees**

Venue	Amenities	Rates (6 hours)	Additional Hours
<b>Community Park Building</b> 2050 Roselawn Ave (corner of Roselawn and Cleveland)	Enclosed building Kitchen Facilities Bathrooms Playground Tennis Courts Tables and Chairs 2 BBQ Grills 9 Outdoor picnic tables Baseball field Basketball Courts Soccer Field (seasonal) Ice Rink (seasonal)	100.00 + Tax (\$106.50)	\$35.00
<b>Upper Picnic Area (Connected to park building)</b>	9 Picnic Tables 2 BBQ Grills Trash Receptacles	\$20.00 + Tax (\$21.30)	\$5.00
<b>Lower Picnic Area (Southwest corner of park)</b>	2 Picnic Tables 1 BBQ Grill Trash receptacles	\$15.00 + Tax (\$15.97)	\$5.00

<b>Curtiss Field</b> 1551 W. Iowa Ave.	Enclosed building Bathrooms Playground Basketball Court 3 Outdoor picnic tables Field space Baseball field Ice Rink (Seasonal) Water Fountain	\$40.00 + Tax (42.60)	\$5.00
<b>Rentals:</b> Play Kit	Play Kit Variety of Balls, Frisbee, and other play equipment	\$25.00 Deposit. \$10 is refunded at the time of return.	NA
<b>Set up/Tear Down</b>		\$25.00	NA

#### Field Fees

(Fees apply only for Games and Practices. Tournaments or special events/services are subject to additional fees).

<b>Groups</b>	<b>Fee (3 Hr. Block Time)</b> One time rental	<b>Fee Seasonal ( 3 Hr. Block Time)</b> (April-August) 1 day a week for a period of 4 weeks	<b>Additional Hours</b>
<b>Resident</b>	\$30 (\$31.95)	\$100 (\$106.50)	\$10 per hour
<b>Non Resident</b>	\$45 (\$47.92)	\$160 (\$170.40)	\$15 per hour
<b>Youth Organizations</b>	\$30 (\$31.95)	\$100 (\$106.50)	NA

#### City Hall Rental Fees

<b>City Hall</b>	<b>Capacity</b>	<b>Rates (3 hours)</b>	<b>Additional Hours</b>
<b>Council Chambers</b>  <b>Full Room</b>	150 75- Seated	\$100.00	\$35.00
<b>Council Chambers</b> <b>Front Half</b>	75 30 Seated	\$40.00	NA

<b>Council Chambers Back Half + Kitchen Facility</b>	75 30 Seated	\$60.00	NA
<b>Conference Room</b>	10 Maximum	\$25.00	NA
<b>Set Up Fee:</b>		\$25.00	NA

**\* For building rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.**

**\* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday -Friday 8:00am-4:30pm.**

**\* Park building/field rental permits will be issued when payment is received.**

**\* If you plan to bring any equipment into the park you must fill out a Hold Harmless Agreement prior to rental.**

#### **E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS**

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed free use of public facilities but set up/tear down fees apply:
  - a. Specifically listed local organizations:
    - League of Women Voters
    - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
    - Ramsey County League of Local Governments
    - League of Minnesota Cities/ Association of Metropolitan Municipalities
    - Watershed management organizations
    - Scouts, Brownie Troops, 4-H, Campfire
    - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
    - 55 Alive Mature Driving Class
    - Cable Commission
    - Developers when presenting to neighbors
    - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
    - Northwest Youth and Family Service
    - Ramsey County Anti-Violence Initiative



- Lauderdale and Falcon Heights Lions Club
  - Roseville Rotary Club
  - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
  - AARP Tax Services
  - Hobby groups or clubs that meet the following criteria:
    - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents.
    - Non-profit
    - Open membership
    - Founded on a hobby
    - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
    - Encourages a community service and/or benefit component
  - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
  - Any organization denied free use under this policy may appeal to the city council.
- b. The organization or group cannot be a private, business, political, or religious organization.
- c. Any organization denied free use under this policy as defined in this section may appeal to the city council.
3. The Roseville Area Schools will be charged their own prevailing rates for use of city facilities.

**F. MISCELLANEOUS FEES.**

<u>Item</u>	<u>Fee</u>
Agendas (Council or Planning) <sup>1</sup>	\$15.00/year
City Council Minutes <sup>1</sup>	\$35.00/year
Planning Commission Minutes <sup>1</sup>	\$20.00/year
Single copies	\$ .25/page for first 100 pages
Assessment search	\$20.00
Maps	\$ 6.50
Open burning permit	\$25.00
(no charge for recreational fires)	

<sup>1</sup> The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

**G. FALSE ALARM FEES**

1. Fire False Alarms

\$175.00 for second false alarm and \$225.00 for the third and all subsequent false alarms at an address within one calendar year.

- 2. Security False Alarms  
\$35.00 for second call and \$60.00 for the third and each subsequent false alarm at an address within one calendar year.
- 3. Penalties and Assessment  
Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

**H. PARKING FEES**

<u>Item</u>	<u>Fee</u>
Application fee for residential area permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$ 7.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/ one-day event	\$ 25.00/event
Mobile Storage Structure	\$ 10.00

**I. SANITARY SEWER**

The sanitary sewer fee is \$45.00 per quarter for residential units and \$.013276 per cubic foot for commercial units.

**J. STORM DRAINAGE**

The fee for storm drainage is \$15.75 per quarter for residential units and \$147.00 per acre for commercial and apartment units.

**K. HYDRANT WATER**

The fee for hydrant water is 4% surcharge of the water bill.

**L. RECYCLING**

The recycling charge is \$4.38 per quarter for residential units.

**J. FEES FOR UNSPECIFIED REQUESTS**

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.